



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 5510.1H CH-2
39100

18 OCT 1994

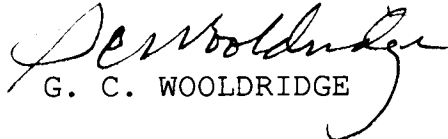
NAS LEMOORE INSTRUCTION 5510.1H CHANGE TRANSMITTAL 2

From: Commanding Officer, Naval Air Station, Lemoore

Subj: KEY SECURITY AND LOCK CONTROL PROGRAM

1. Purpose. To issue a pen and ink change to basic instruction.
2. Action. Make the following pen and ink changes to basic instruction:

- a. Page 3, paragraph 6g, delete last sentence.
- b. Page 4, change paragraph 7b(3) to read, "Approve all non AA&E security locks and padlocks purchased."
- c. Insert new paragraph 7e as follows, "e. Weapons Officer will approve all security locks and padlocks for AA&E Security."


G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)
Lists B & E



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:

NASLEMINST 5510.1H CH-1
39100

23 JUL 1993

NAS LEMOORE INSTRUCTION 5510.1H CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: KEY SECURITY AND LOCK CONTROL PROGRAM

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Make the following change to page 3, paragraph 6g of basic instruction: Delete last sentence.


A. R. GORTHEY

Distribution: (NASLEMINST 5215.2T)
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DEPARTMENT OF THE NAVY

NAVAL AIR STATION
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:

NASLEMINST 5510.1H

39000

20 MAY 1993

NAS LEMOORE INSTRUCTION 5510.1H

From: Commanding Officer, Naval Air Station, Lemoore

Subj: KEY SECURITY AND LOCK CONTROL PROGRAM

Ref: (a) OPNAVINST 5530.14B
(b) Navy Lock and Key Control Guide (Ashore) of June 1988
(Prepared by Navy Civil Engineering Laboratory, Port
Hueneme, CA 93043-5003) (NOTAL)

Encl: (1) Sample Letter of Appointment and Department Key
Custodian

1. Purpose. To establish key custodians and delineate the policies concerning the control of station keys, locks, padlocks, combination locks, and locking devices used to protect or secure restricted areas, activity perimeters, and security facilities.

2. Cancellation. NASLEMINST 5510.1G

3. Applicability. This instruction applies to all departments of Naval Air Station Lemoore. Participation by tenant commands is optional; however, those not participating must establish their own key control program and provide a copy to Naval Air Station Lemoore Key Control Officer. Participating commands will adhere to the procedures below.

4. Background. Reference (a) requires the establishment of a strict key and lock control program managed and supervised by the activity Security Officer. Reference (b) provides recommended procedures for establishing key and lock programs throughout the Department of the Navy.

5. Duties and Responsibilities

a. Key Control Officer: The Key Control Officer will be designated in writing by the Commanding Officer and shall report directly to the Security Officer who will provide guidance. The Key Control Officer is responsible for the administration of the Station's Key and Lock Control Program per reference (a).

b. Key Custodian: Each department head (commanding officer or officer in charge of tenant commands, if applicable) will designate in writing a Key Custodian who will be responsible to

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the Key Control Officer for all keys controlled by the department (or command). All Key Custodians will become familiar with the provisions of paragraph 0308 of reference (a). The name of the Key Custodian will be forwarded in writing to the Key Control Officer and updated as required. Person designated will have a security clearance at least equal to the assets controlled by the Key and Lock Program. Each Key Custodian may appoint subcustodians as operationally necessary. Each Key Custodian will inventory all issued master and submaster keys quarterly, maintain current key custody receipt, and maintain a key control register. The register will contain the signature of the individual receiving the keys, date of issuance, serial numbers of keys, type of key (master, submaster, individual), and date keys returned.

c. Central Key Room: Key making equipment, key duplicates, key blanks, and associated equipment will be stored in a Central Key Room in the Public Works Department. Access will be restricted to authorized personnel and the room will be secured when not in use. A central key control register, inventory log, and a key custody receipt for each master and submaster key issued will be maintained in the Central Key Room.

6. Standard Operating Procedures

a. Procurement of Security Locks: All locks and padlocks used for security applications will meet the minimum military specifications for the level of security in effect at the area or item being protected. Approved high security locks and locking devices, associated military specifications, national stock numbers, and authorized uses are listed in reference (b). All security lock and padlock procurements must be approved by the Key Control Officer.

b. Manufacture of Keys: Keys to NAS Lemoore station facilities will be made by the Public Works Department. No keys shall be manufactured or procured from any other source.

(1) Billeting Officer is authorized to make duplicate room keys for BEQ and BOQ residences only from original room key. Key blanks provided by Public Works Department. Tenant commands must furnish their own key blanks.

(2) Housing residents may obtain duplicate keys for their home through commercial sources (at own expense). Note that key and all copies must be turned into Housing Office at the time quarters are vacated.

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c. **Issue of New or Replacement Keys:** If additional keys for a new lock or replacement keys for lost or broken keys are required, the Key Custodian will submit a Work Request, NAVFAC 9-11014/24, to the Key Control Officer. Broken master and submaster keys should be returned to the Key Control Officer with requests for replacement. If the key is a security key, i.e., restricted entrances, the work request will be forwarded via the NAS Lemoore Security Officer for approval. Keys to security locks will be issued only to persons with a need approved by the Security Officer. The Public Works Department will notify the requesting Key Custodian when the key is ready. Master and submaster keys will be issued only to the Key Custodian or designated Subcustodian. The custodian receiving the key will sign for receipt of the key. One copy will be retained by the department Key Custodian and the other will be retained in the Central Key Room file.

d. **Report of Lost Master and Submaster Keys:** A written report and explanation will be submitted to the Commanding Officer, NAS Lemoore, via the Security Officer for all master and submaster keys lost or stolen. This applies to both security keys and other keys. The report shall be submitted within 72 hours and contain a statement of the measures taken to recover the key and to prevent repetition. The Commanding Officer shall determine if additional investigation into the circumstances surrounding the loss or theft is required. A copy of the report shall be attached to the work request if a replacement is required.

e. **Transfer of Keys:** If a key is transferred from one custodian to another, a work request must be filled out and submitted to the Key Control Officer who will retain a copy and forward to Public Works Department.

f. **Disposal of Keys:** All keys which are not required will be turned in to the Key Control Officer for destruction.

g. **Safe and Cypher Lock Combinations:** All safe/cypher lock combinations shall be recorded and placed in a double-sealed envelope. The outer envelope shall identify the exact location, i.e., building and room number, along with the name of the person possessing the lock combination and responsible for the secured area. The NAS Lemoore Public Works Officer shall provide storage repository for the safe/cypher lock combination envelopes.

7. Action

a. **Commanding Officer:** Designate a Key Control Officer in writing. Person designated will have a security clearance at

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least equal to the assets controlled by the Key and Lock Program.

b. Security Officer:

(1) Nominate a Key Control Officer for Commanding Officer's designation.

(2) Supervise the Key Control Officer and monitor Key Control Program.

(3) Approve all security locks and padlocks purchased.

c. Department Heads/Tenant Commanding Officers/Officers in Charge:

(1) Designate a Key Custodian for their respective areas. Person designated will have a security clearance at least equal to the assets controlled by the Key and Lock Program.

(2) Issue a Letter of Key Custodian Appointment in writing with a telephone number where he/she can be contacted. Forward a copy to the Key Control Officer and a copy to the Public Works Trouble Desk.

d. Public Works Officer:

(1) Maintain a Central Key Room inclusive of key making and duplicating equipment.

(2) Restrict access to the Central Key Room and key codes to authorized personnel and ensure the Central Key Room is secured when not in use.

(3) Ensure a key control register, inventory log, and key custody receipts are maintained on each master and submaster key issued.

8. Forms. The Key Custody Receipt, Key Access Log, and Lost Key Report are available from Naval Civil Engineering Laboratory, Port Hueneme, CA 93043-5003. Work Request, NAVFAC 9-11014/20, is available at Servmart.


A. R. GORTHY

Distribution: (NASLEMINST 5215.2S)
Lists B & E

Sample Letter of Appointment as
Department Key Custodian

20 MAY 1993

Date: _____

MEMORANDUM

From: Department
To: LT John T. Smith, SC, USN, 123-45-6789
Subj: APPOINTMENT AS DEPARTMENT KEY CUSTODIAN
Ref: (a) NASLEMINST 5510.1H
(b) OPNAVINST 5530.14B

1. You are appointed as the department Key Custodian per reference (a). You are responsible for the following in the performance of your duties:

- a. Becoming familiar with the provisions of reference (a) and paragraph 0308 of reference (b).
- b. Inventory all keys quarterly.
- c. Maintaining current key custody receipt signatures.
- d. Coordinating the submission of Work Requests for new keys or replacement keys for lost or broken keys.

SIGNATURE

Copy to:
Key Control Officer

Encl (1)